

MADERA COUNTY

DEPUTY AGRICULTURAL COMMISSIONER

DEFINITION

Under direction, to supervise, assign, coordinate, review, and participate in the work of an assigned group of Agricultural and Standards Inspectors; to provide staff training; to make inspections and enforce provisions of the California Code of Regulations, California Food and Agricultural Code, and the California Business and Professions Code relating to pest control and to the inspection, standardization, and quarantine of agricultural products; to perform specialized assignments; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews, and participates in the work of an assigned group of Agricultural and Standards Inspectors; provides supervision and training to assigned staff; assigns and evaluates staff work; ensures adherence to appropriate policies and procedures; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence; maintains specialized information and records required by Department functions; assists with budget development, preparation, and expenditure control; provides special assistance with Department administrative functions; may inspect fruits, nuts, vegetables, honey, eggs, or other agricultural commodities in markets, packing houses, and storage areas for compliance with regulations related to standards, grades, and spray residues; issues certificates of inspection; may order reconditioning or destruction of produce deemed to be below minimum standards; inspects plants and trees in nurseries and those arriving or being shipped by common carrier for evidence of disease, pests, or noxious weed seeds; inspects agricultural commodities being shipped to ensure that they are free from injurious insects or plant disease; issues permits; inspects apiaries; examines fields, orchards, roadways and cultivated areas to determine the location and extent of rodent, weed, bird, insect, predator, and plant disease infestations; assists with the eradication and control of plants, weeds, rodents, birds, and other pests; enforces laws related to preventing the introduction and spread of pests; enforces laws related to preventing the introduction and spread of pests; may certify or specify treatment of agricultural products as a condition of movement or shipment; inspects seeds, seed shipments, and cleaning devices for compliance with standardization requirements; may operate trucks and other equipment; gathers information for annual crop reports; prepares correspondence pertaining to administrative actions and acts as departmental advocate in such proceedings; serves on various San Joaquin Valley area working groups and committees; may have specialized job assignments such as data base development and software application.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, functions, services, and activities of the Office of Agricultural Commissioner and Sealer of Weights and Measures.
Pertinent Federal, State, and local laws, codes, and regulations related to the inspection, standardization, and quarantine of agriculture products.
Proper inspection methods and procedures.
Methods of treating and controlling plant pests and diseases found in California.
Principles of supervision, training, and performance evaluation.
Principles of budget development, preparation, and expenditure control.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Supervise, train, and evaluate assigned staff.
Perform general administrative assignments as delegated.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Maintain records and prepare reports.
Perform specialized work assignments.
Gather and maintain information concerning County crops.
Effectively represent the County's agriculture and weights and measures inspection and enforcement programs to the public, the media, community organizations, related industry groups, and other governmental agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of technical agricultural inspection and enforcement work including one year in a class similar to that of an Agricultural and Standards Inspector III in Madera County.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in biological or agricultural science or a related field.

License or Certificate:

Possession of a valid certificate as a Deputy County Agricultural Commissioner or a Deputy County Sealer of Weights and Measures issued by the California Department of Food and Agriculture.

Possession of valid licenses in all fields of agricultural inspection work.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: December 2006